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The 2007 Team Safety Recognition Results Are Tabulated

Sixty five of the one hundred forty one Safety Teams reached the 700 point goal. Teams earn points by having monthly Safety Meetings, attending Safety Training, doing well with facilities inspections that identify workplace hazards, reporting accident & injury information in a timely and accurate fashion, and most importantly maintaining or improving on accidents and injury frequency rates.

Individual employees on these teams will be recognized with a 2007 Team Safety lapel pin and their choice of one of three items emblazoned with the 2007 Team Safety logo (a stadium seat, a travel mug set, or a flexible cooler).

The 2007 Recognition was a little more challenging than the 2006 program (the Recognition Program's first year) with the goal increasing from 600 to 700 points and Safety Training points capped at 150 per team. The idea of the Recognition Program is that it is a tool that both management and employees can use to help keep the safety culture moving in the direction of no accidents and no injuries in the workplace. The nature of the work by employees on these teams is by definition dangerous and exposes them to many hazards on a daily basis.

But the nature of the work also attracts people who like a challenge -- going out in the bitter cold, when you can hardly see the highway, working on the road with traffic zipping by just feet away at very rapid speeds. So taking on the challenge of improving on Safety isn't something our employees shrink from.

These are the Teams reaching the 2007 Goal:

D1 - Const Team 2
D1 - Const Team 6
D1 - Const Team 7
D1 - Const Team 8
D1 - Maint Team 1
D1 - Maint Team 4
D1 - Maint Team 5
D1 - Maint Team 6
D1 - Maint Team 7
D1 - Maint Team 12
D1 - Maint Team 13
D1 - Maint Team 16
D2 - Const Team 1
D3 - Const Team 1
D3 - Const Team 2
D3 - Const Team 3
D3 - Const Team 5
D3 - Const Team 6
D3 - Const Team 7
D3 - Const Team 8
D3 - Const Team 9
D3 - Const Team 10
D3 - Maint Team 3
D3 - Maint Team 7
D3 - Maint Team 8
D3 - Maint Team 9
D3 - Maint Team 14
D4 - Team 1
D4 - Team 4
D4 - Team 6
D5 - Const Team 2
D5 - Const Team 3
D5 - Maint Team 1
D5 - Maint Team 2
D5 - Maint Team 3
D5 - Maint Team 6
D6 - Traffic Team
D6 - Const Team 1
D7 - Maint Team 1
D7 - Maint Team 2
D7 - Maint Team 5
D7 - Maint Team 7
D7 - Maint Team 8
D7 - Const Team 1
D7 - IT Team
D8 - Const Team 1
D8 - Const Team 2
D8 - Const Team 3
D8 - Const Team 4
D8 - Const Team 5
D8 - Maint Team 1
D8 - Maint Team 2
D8 - Maint Team 3
D8 - Maint Team 6
D8 - Maint Team 9
D8 - Ainsworth Survey
MR - P.C.C. Team
MR - Flexible Pavement
MR - Pavement Design
MR - Soil
MR - Labs
Operations Fleet Shop
Bridge Inspectors
Traffic Counters
Sign Shop

Good job NDOR**Safety Teams.****All of you.**

AFFIRMATIVE ACTION: MYTHS AND FACTS

People have misperceptions or misunderstandings about affirmative action programs. We want to dispel misperceptions and stereotyping.

Myth: Affirmative Action means quotas.

Fact: Quotas are illegal. Affirmative action is a good faith effort to provide an equal opportunity for all employees and applicants to compete for jobs and training, regardless of their age, sex, race, national origin, etc.

Types of affirmative action used by NDOR are:

Expanding recruitment to have a larger pool of qualified candidates;

Evaluating and updating selection processes to ensure they are job related;

Ensuring that all employees and applicants are treated fairly and in a

consistent manner;

Ensuring that job related training opportunities are available to all employees regardless of their age, race, sex, etc.; and

Attending community job fairs and college career fairs to promote NDOR as part of the community and an employer that values all of its employees and the work they do.

Myth: Affirmative Action is reverse discrimination.

Fact: No person or group is discriminated against or given preference under the affirmative action program. The affirmative action program is a good faith effort to ensure that women and minorities are made aware of employment opportunities at NDOR and that they are treated the same as all other applicants and employees in all aspects of employment.

Myth: If the petition drive to ban Affirmative Action is passed by the voters, NDOR will not have an Affirmative Action program.

Fact: The proposed amendment exempts programs that are required to have an Affirmative Action program as a condition of receiving federal funding.

Currently, the Federal Highway Administration requires an Affirmative Action program to receive federal highway funds. As such, NDOR will continue to review and develop an Affirmative Action program.

NDOR's Affirmative Action program does not discriminate against or give preference to anyone because of their race, sex, color, ethnicity or national origin.

If you have any questions about affirmative action, please call Mike Mitchell in the Human Resources Division at (402) 479-3661.

HARASSMENT

Harassment is a serious issue. It can cost organizations millions of dollars in legal actions. Managers and supervisors have a critical role in eliminating harassing behavior in the work place. Under the law, and NDOR's Workplace Harassment Policy, harassment is considered discrimination.

What is harassment?

Harassment can take many different forms. NDOR's policy defines workplace harassment as sexual harassment or any inflammatory comments, jokes, printed material and/or innuendo based whole or in part on race, color, sex, national origin, disability, age, religion, pregnancy, or marital status.

Often, harassing behavior is hidden behind humor, insinuations, or subtle remarks or acts. Harassing behavior does not have to be obvious to be damaging.

Preventing Harassment

The key to preventing harassment is to understand what it is and how it affects others. What may not seem like harassment to one person could be offensive and demeaning to another. In making determinations about harassment, the Equal Opportunity Commission, Nebraska Equal Opportunity Commission, and the Courts look at the affect the behavior had on the recipient of the behavior, not the intent of the person whose behavior is in question.

Here are some guidelines for helping prevent harassment in your workplace.

- Think before you speak.
- Be careful with humor. Stay away from jokes that deal with race, religion, gender, ethnicity, age, etc.
- Do not let peers pressure or influence you to say or do things you

would not normally do.

- If the behavior is not something you would want your spouse, children, parents or grandparents to witness, then you probably should not do it.
- Think about the potential effects of your actions on others.
- Keep the information above about "What is Harassment" in mind. If in doubt, don't.

For more information about harassment, contact Mike Mitchell in Human Resources Division at (402) 479-3661, or at mikemitchell@dor.state.ne.us

Schedule

April

- 1: Crucial Conversations
- 2: Crucial Conversations
- 3: Crucial Conversations
- 8: New Employee Orientation
- 9: Lotus Notes/PDS training
- 15: NDOR Problem Solving
- 17: Applying EQ at Work
- 23: Conducting Effective Meetings
- 30: Identifying Work Priorities and Setting Verifiable Goals

Of

May

- 1: Managing a Diverse Workforce
- Managing Your Priorities
- 6: Excel III
- 13: New Employee Orientation
- 14: Lotus Notes/PDS training
- 15: L.E.A.D. with Integrity
- A.C.T. with Integrity
- 20: Peer Today, Boss Tomorrow
- 22: Diversity Awareness for Employees
- 28: Clarifying Performance Expectations
- 29: Correcting Performance Problems
- 30: CPR / First Aid

Events

June

- 4: Speaking to Influence Others
- 5: Listening in a Hectic World
- 10: Generational Differences
- 11: NDOR Supervisor
- 12: NDOR Supervisor
- 17: New Employee Orientation
- 18: Lotus Notes/PDS training
- 19: Building Team Pride and Purpose
- 20: Workplace Motivation
- 24: Lead Worker
- 25: Lead Worker

Statewide Campaign Against Hunger

April 7-18



HELP CONNECT KIDS TO NUTRITION.

When you help connect kids with the nutritious food they need every day, they're able to better learn, develop, grow and connect with the community around them. And that's a pretty picture no matter how you look it.

Please bring non-perishable food items like those listed below or a check to the Food Bank to your designated drop-off point.

Canned Meat, Canned Fruit, Coffee, Peanut Butter, Cereal, Dried Beans, Soup, Pasta, Rice, Personal Care Items (Soap, Toothpaste, Shampoo, Etc.)

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**FOOD BANK
OF LINCOLN**

www.lincolnfoodbank.org



Mission Statement

The Human Resources Division leads the agency's efforts to be an employer of choice for a diverse workforce. Human Resources provides quality customer service; offers leadership development opportunities for career advancement; provides assistance with recruitment, benefits, classification, and compensation; and promotes quality performance of employees through workforce development and health and wellness activities in a safe environment.

Building a better tomorrow through our people today...

**If you have questions or topics you would like to see in this publication, please contact : Lynnee Thiemann
LynneeThiemann@dor.state.ne.us
(402) 479-3565**

We will make every effort to address those issues for you.

<http://www.nebraskatransportation.org/area-intranet.htm>

LEARNING MANAGEMENT SYSTEM

Now we can more effectively enroll and track all training you complete! NDOR Human Resources Training is implementing a Learning Management System. This LMS system allows employees to enroll for classes by using an online software tool. This tool has many wonderful features and benefits:

- On-line course enrollment process
- Confirmation and reminder notices are sent automatically to your email
- Automated tracking of all courses you attend
- A complete history of courses
- Online surveys and exams following courses
- Development planning for individuals
- Tracking of Leadership Development Program progress

This new LMS system will provide everyone the flexibility of registering for classes and viewing records in an easy, time-saving manner.

We hope to be rolling out this great new system over the course of the next few months. For questions, please contact a member of our HR Training staff.

LEADERSHIP DEVELOPMENT CERTIFICATE PROGRAM

The Leadership Development Certificate Program is off to a great start. On Wednesday, February 20, a Rollout Meeting was held to introduce the program to all interested parties. Director Craig was able to join us for the event. This program provides numerous opportunities for employees to develop their skills in supervision and leadership. Employees can enroll in any of the three Certificate programs. Each targets specific courses, as well as elective courses. The strongest segment of the program is a formal mentoring program. This mentoring relationship allows developing employees an opportunity to work with another more skilled employee in the hopes of gaining skills and knowledge. Presentations will also be available in the Districts in the next few months. Any employees interested in the Leadership Development Certificate Program can contact Jacki Schrotberger, Denice Sears, or DeWayne Morrow with the Human Resources Training Section.

NEW TRAINING COORDINATOR

Please help us welcome a new member of the Human Resources Training Section. Effective Monday, March 10, DeWayne Morrow has assumed the responsibilities as Training Coordinator. Carrie Williams has assumed new responsibilities within the Human Resources Division. For any questions regarding the training programs, please contact DeWayne at 479-3678.

